

Seattle Parks and Recreation Concessionaire Frequently Asked Questions

How much does it cost to conduct business at Seattle Parks and Recreation?

There is a \$75.00 annual permit fee in addition to a concessions fee specific to each park. Please see page 35 of the Request For Proposal packet for complete details for fees for each park.

What do I need to conduct a concessionaire business at Seattle Parks and Recreation?

- **A City of Seattle Business License:** To conduct business at the city of Seattle you will need to obtain a City of Seattle business license. A copy of your current license must be on file at the Concessions and Contracts Office before the start of your business activity. Online information and contact information can be found at: <http://www.seattle.gov/licenses/get-a-business-license>, or by calling 206 684-8484.
- **General Liability Insurance:** Each concessionaire will need General Liability Insurance coverage in the amount of \$1 million dollars before the start of your business activity. You can obtain additional insurance through your car or home insurance agency.
- **WA State Patrol Background Check:** You and your staff must all pass a WA State Background check before the start of your business activity. The process is **free** and conducted by Seattle Parks and Recreation Human Resources staff. The forms to submit are included in the Request For Proposal packet.
- **Health Permit:** If you plan to sell food you must also obtain a health and food handling permit from the Health Department. Online permit and contact information can be found at: <http://www.kingcounty.gov/healthservices/health/ehs/foodsafety.aspx>, or by calling 206 263-9566.

Need information on how to start a food truck business? Information can be found at the City's Office of Economic Development site: <http://www.growseattle.com/restaurant/street-food-vending>.

What dates can I conduct business?

A seasonal concessions permit to conduct business can be obtained from May 1 – September 30. Extensions may be given to activity concessionaires if the activity does not impact the park and the park site is available for use. Permit extensions are handled on a case to case basis.

What types of items can I sell?

Hot food, ice cream, shaved ice, popcorn, coffee, etc.

What types of activities can I conduct?

Fitness activities including boot camps, Yoga, Karate, paddle boarding, henna tattoos, face painting, etc.

Is priority given to previous concessionaires?

No, previous concessionaires will not have an historical use advantage over new concessionaires during the review and selection process.

What parks can I conduct business in?

There are a variety of park sites to choose from. A comprehensive list can be found on page 2 of the Request For Proposal Packet.

What is the difference between a City of Seattle street vending permit and Seattle Parks and Recreation permit?

City of Seattle street vending takes place on City of Seattle streets, such as the street in front of Amazon in South Lake Union or on the streets near Century link field. All vending conducted at a Seattle park site must be permitted through Seattle Parks and Recreation. More information on SDOT street vending can be found at: http://www.seattle.gov/transportation/stuse_vend.htm, or call 206 684-5253.

What's the difference between a special event, sports field and concessions permit?

- **Special Events:** Special Use Permits are required if: 1) Any amplified sound is planned. 2) Any equipment is brought into a park. 3) The event is publically advertised. 4) Your gathering will impact normal public use of the park. For more information on public use permits, please contact our special events unit at: <http://www.seattle.gov/parks/reserve/park-use-permits> or call 206 684-4080.
- **Athletic Field use:** Seattle Parks and Recreation has 200+ athletic fields suitable for seasonal, occasional and tournament play for sports such as, but not limited to; softball, baseball, soccer, football, ultimate, lacrosse and more. For more information, contact or field scheduling office at: <http://www.seattle.gov/parks/reserve/sports-field-reservations> or call 206 684-4077.
- **Concessions permits:** A Concession permit permits the concessionaire to conduct business on City of Seattle Parks and Recreation property for a seasonal time period.

Can I vend in the park when there are special events happening?

No, there are specific dates when annual events take place in Seattle parks, such as Seafair events, Blue Angles, Art Fairs, Festivals, etc. The event organizers hold the permit to the park site and have precedence. You may ask the organizer if you can vend at their event, otherwise the park will not be available for concessionaire activities.

What if I see a vendor in the park that doesn't have a permit?

Operating a business in the park or on any city property is illegal. Please report illegally activity to the Concession Coordinator: please call 206 684-0902 or email Antoinette.daniel@seattle.gov . A report will be made to Seattle Parks Security staff and the Seattle Police Department, if needed.

Is there someone to help me if I stop by the Contracts and Concessions office without an appointment?

Appointments with concession staff is required. Concession staff does not staff the front desk. New business owners are encouraged to attend the Concessionaire Workshop on Wednesday, February 15 from 6:00- 8 p.m. at Miller Community Center – 330 19th Ave E. Seattle, WA. For additional information, please call 206 684-0902 or email Antoinette.daniel@seattle.gov.